

prepare a student to secure and hold a job in his field of preparation.

2. If credit is to be given in these courses, the time requirement will be a minimum of two hours of shop work for one hour of credit.
3. No course should be offered in this field without sufficient shop space and equipment to provide superior training.
4. Evening classes in this program will meet the same standards as the regular day program.

D. Non-Credit Evening Class Requirements.

1. There should be evening classes organized to meet the needs of the community. This implies classes for non-college credit.
2. The standards of work in non-credit courses should meet the needs of the individual without regard to collegiate academic standards.

X. *RECORDS.*

The academic, personnel, health, activity, and other records of students will be systematically kept and protected from fire, loss, and damage. The registrar will keep files of admission, matriculation, attendance, and scholarship records, transcripts received, and other essential data. Individual records will be kept for each faculty member showing the period of service, advancements, evidence of professional growth, advanced study, research and publications, noteworthy achievements, and instructional experience.

The records of the business office will provide ample safeguard for funds and shall be easily audited. They will be based upon an officially adopted budget.

XI. *STUDENT ACTIVITIES AND STUDENT PERSONNEL.*

The college should encourage democratic student life and activities. Student activities should be student managed and directed with faculty cooperation. A well balanced program of extra-curricular activities should be established which will promote participation by students, but not to excess.

The college should provide a program of pre-registration, orientation, and guidance with proper emphasis upon acquainting the students with scholastic work and the activities and life of the college. To this end student personnel service should include a program of educational, vocational, personal, and social guidance and counseling.

A standardized testing program should be provided, making use of at least a minimum number of the best known and most reliable instruments. Placement and follow-up service should be provided, and if students are admitted who work part-time, the college should assume some responsibility for their guidance and assistance.

Boarding and rooming facilities, if provided, should be under the supervision of the institution, with provision made for frequent and regular inspection and proper supervision in order to maintain high standards of conduct and sanitation.

The athletic program of the college will be under faculty supervision and control.